

## **EMERGENCY MANAGEMENT TRAINING AND REGISTRATION**

Throughout the State, the Indiana Department of Homeland Security coordinates emergency efforts for natural and manmade disasters such as tornadoes, storms, earthquakes, hazardous materials incidents, including acts of terrorism involving weapons of mass destruction. By working seamlessly with state agencies, local public safety departments and volunteer organizations, Indiana's Department of Homeland Security can effectively respond to the emergency needs of the state's 92 counties in times of disaster.

To address the critical need of providing advanced, up-to-date training for Indiana's public safety professionals, the Homeland Security Training Division was established by law in 2005 to provide innovative and professional training to state and local emergency management personnel, elected and appointed officials, emergency responders, members of volunteer organizations active in disasters and other professionals who prepare for and respond to emergencies.

The Indiana Department of Homeland Security is not accredited as an academic institution. However, some of the courses offered involve college-level curriculum and individuals completing these courses may apply to their respective colleges for credit consideration.

Courses and activities listed in this publication may be eligible for in-service or continuing education credit with the following agencies:

Indiana Department of Homeland Security

Indiana Law Enforcement Academy (ILEA) – Provider # 99-291-6812-0019

Indiana Emergency Medical Services (EMS) Commission

Indiana Fire and Building Services

Indiana State Board of Funeral and Cemetery Service

## **ATTENDANCE POLICIES**

Students are required to attend all sessions of the course. Credit for course completion will not be granted if more than 10% of the program is missed. There will be no exceptions to this policy.

Should a student who has been accepted for a course be unable to attend, the student's organization may request a substitution be made. This request must be made in writing and a new training application for the substitute should accompany the notice of cancellation.

## **COSTS/TUITION**

Currently, no tuition or other costs are charged for attending the training courses listed in this publication through the Homeland Security Training Institute. Fees are assessed for attendance at search and rescue courses presented by the Mari Hulman George Search and Rescue Academy. For

specific information regarding the Search and Rescue courses students should contact the SAR Academy directly at 1-800-200-7424.

## **ELIGIBILITY**

Emergency Management training courses are open to state and local emergency management personnel, elected/appointed officials, local and state emergency responders, representatives of federal agencies or organizations with emergency support roles, members of volunteer organizations active in disasters, and other professionals who prepare for and respond to emergencies or disasters.

Some of the courses listed in this publication have prerequisites which are listed in the course description. If you are unsure if you qualify for admission to a course please contact the Emergency Management Training section of the Homeland Security Training Institute or the Mari Hulman George Search and Rescue Academy, as appropriate, before you enroll.

## **EXAMINATIONS**

Beginning with the Federal Fiscal Year 2002, all Emergency Management training courses require students to complete a written examination at the conclusion of the course.

**Students must obtain a minimum of 70% correct answers on the examination to receive credit for course completion. Examinations will be graded and students notified of their score prior to the end of the course. Students who receive a score of less than 70% correct answers will be provided with an opportunity to re-test immediately following course dismissal. Students re-testing will be provided with a different set of questions, covering the same topics as the original examination.**

Students who experience difficulty with written examinations should notify the Homeland Security Training Division, Emergency Management section, prior to attending the course so alternative testing methods can be arranged.

It is not the intent of the Indiana Department of Homeland Security to prevent any student from attending or completing any of the courses offered in this publication. Examinations are included to ensure all of the instructional material is presented during the course and to assess the student's ability to understand the information presented.

## **LODGING**

Lodging will be provided at no expense to the student (not to exceed \$79.00 plus state and local taxes per night) for students who reside more than 50 miles from the training location. Students are entitled to lodging the night before a course that begins at 9:00am if they must travel 75 miles or further to attend the course. Expenses for meals and travel to and from the training location are the responsibility of the student.

The Emergency Management training section customarily arranges with a hotel to reserve a block of rooms and establish a direct billing account with the Department of Homeland Security for payment. Students are required to stay at the hotel with which the direct bill account has been established. In the

event insufficient rooms are available other arrangements will be made by the Homeland Security Training Institute. Students will not be reimbursed for staying at hotels, campgrounds, or lodging other than the hotel designated by the Homeland Security Training Institute. The Indiana Department of Homeland Security **will not** make partial payments on suites, larger rooms or other types of special accommodations. Payment is limited to room rate and tax only. Charges for telephone calls and other incidentals are the responsibility of the student.

The facility and contact information will be identified in course acceptance letters and it is the responsibility of each student to make his or her own reservations with the designated hotel. Students are encourage to make reservations as soon as possible as most hotels will release any unused rooms from the block fourteen (14) days prior to the date of the course. The student must inform the hotel they are a part of the Homeland Security Training Institute group when making their reservation.

If a student is unable to attend a training course, it is his/her responsibility to cancel hotel reservations in a timely fashion. Students will be held financially responsible for hotel rooms charged to the Indiana Department of Homeland Security which are not cancelled.

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# Enrollment Information

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## APPLICATION

Students wishing to register for courses must complete an Emergency Management training application. A separate application is required for each course. Training applications are available on-line from the Emergency Management website at [www.state.in.gov/dhs/training](http://www.state.in.gov/dhs/training) select training and exercise, then training section then emergency management academy. Application can also be obtained by fax by calling the Emergency Management Academy at (317) 232-3984 or can be picked up at any of the courses.

**Completed applications need to be submitted to the Emergency Management Training section at least fourteen (14) days prior to the course.**

Applications may be submitted by mail, fax, or e-mail to the Emergency Management Section at the addresses provided on the application.

Please complete all applicable sections of the training application so we may ensure the accuracy of our student database.

## CANCELLATIONS

Should you be unable to attend a course for which you have enrolled please notify the Emergency Management Training section in writing as soon as possible. Many courses fill up quickly and necessitate that we place applicants on a waiting list. Your seat in the course is reserved until such

time as you notify the Emergency Management Training section you are unable to attend. We will then offer the seat to another student from the waiting list.

Cancellation notices may be submitted by mail, fax, or e-mail to the Emergency Management Section

**If a last minute cancellation is necessary, the Emergency Management Training section should be notified by telephone at (317) 232-3984 or by fax at (317) 234-0736.**

If a student is unable to attend a training course, it is his/her responsibility to cancel hotel reservations in a timely fashion. Students will be held financially responsible for hotel rooms charged to the Indiana Department of Homeland Security which were not cancelled.

## **STUDENT TRANSCRIPTS**

Transcripts of courses taken through the Emergency Management Academy are available to students upon request. Additionally, students who complete independent study courses, Emergency Management Institute resident courses, or any other training course may send a copy of their certificates of completion to the Emergency Management Training section for inclusion in their training files.

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# **Locations of Training**

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## **Indiana Department of Homeland Security – GRISSOM**

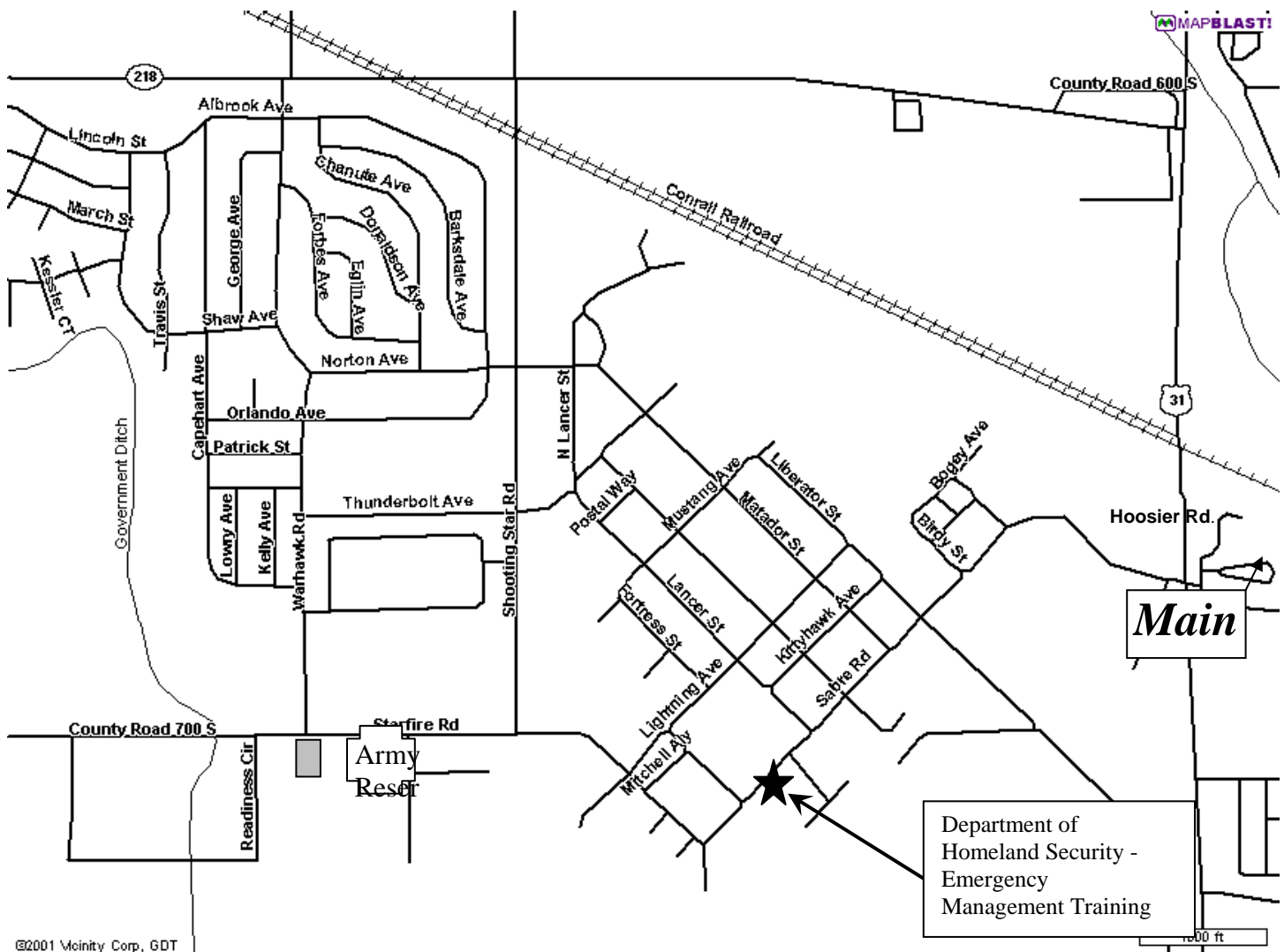
New in 2003 was the establishment of the Emergency Management Training Center at the Grissom Aeroplex in Peru, Indiana. Providing approximately 3,000 square feet of dedicated classroom space, the Emergency Management Training Center is co-located with the North Central Indiana Law Enforcement Training Council.

This facility provides the ability to host three (3) training classes simultaneously and still provides additional rooms for breakout sessions.

Use of the facility is not limited to Emergency Management training. It provides a platform for comprehensive, integrated training by any section of the Department of Homeland Security, as well as for representative agencies from all of the emergency response disciplines.

The Emergency Management Training Center at the Grissom Aeroplex is the primary fixed training location for emergency management training for the northern half of the state.

# EMERGENCY MANAGEMENT TRAINING CENTER – GRISSOM MAP



Enter the Grissom Aeroplex from US 31 at the flashing traffic light by the air museum. Proceed on Hoosier Blvd. to the 90° curve to the right. The North Central Indiana Law Enforcement Training Center and Emergency Management Training Center is located on the right immediately following the curve.

The building is one story red brick with a four story tower on the end. Parking is at the rear of the building or in the gravel lot on the west end of the building.

## **MARI HULMAN GEORGE SEARCH AND RESCUE ACADEMY – CAMP ATTERBURY**

Established in 1991, the Indiana Public Safety Training Institute's Search and Rescue Academy has been under constant improvement since construction began. In August of 2001 the facility was re-dedicated as the Mari Hulman George Search and Rescue Academy after the completion of a \$300,000.00 renovation.

This facility provides the ability to host two (2) training classes simultaneously with additional room for breakout sessions.

The Search and Rescue Academy offers courses on a regular basis in all areas of search and rescue training from beginning to advanced stages, at a minimal cost to the student. Search and rescue teams from all over the United States as well as China, Japan, Puerto Rico, Slovakia, Ireland, England, Germany, Brazil and Mexico have received realistic disaster and wilderness search and rescue training at the academy. Of note, 53 of the 55 K-9 search teams present at the 1995 Oklahoma City bombing trained at Indiana's academy.

The Mari Hulman George Search and Rescue Academy at Camp Atterbury is the primary fixed training location for emergency management training for the southern half of the state.

### **TRAINING OUTREACH PROGRAM**

The Training Outreach Program is designed to bring Emergency Management training courses to local jurisdictions. The objective is to fill the course with participants from the hosting jurisdiction and contiguous jurisdictions within a 50-mile radius, thus saving the lodging costs associated with having participants travel long distances to attend training.

The Training Outreach Program is intended to benefit local jurisdictions by allowing agencies and individuals that respond together to training together.

A **“Commitment to Host an Emergency Management Training Course”** form needs to be completed and submitted at least sixty (60) days before the course date. This form outlines the responsibilities of both the hosting jurisdiction and the IDHS.

Only select courses in the IDHS Emergency Management training curriculum are eligible for the Training Outreach Program. These are courses which require a great deal of coordination between local agencies or are designed to enhance the ability of local agencies and jurisdictions to work together.

Local jurisdictions are required to provide a minimum of twenty-five (25) students to schedule a training course through the Training Outreach Program. Lodging is not provided for students to attend these courses and it is the responsibility of the hosting agency to find a training site, announce, advertise, and solicit students, and provide refreshments for the course.

To schedule a course through the Training Outreach Program, please contact an Emergency Management trainer at (317) 232-3984.